

Pre Authorization
Business Travel Request



Destination: Eastern Province Trip

Description: To Target Eastern Province Groups specially to sign deals for the month of Rajab

Period: XXXX 2023

- ☐ Exhibition
- ☐ Trade Show
- ☐ Sales Call
- ☐ Others

- ☐ International Trip
- ☐ Local Trip
- ☐ Budgeted
- ☐ Non-Budgeted

Business Rationale / ROI:

Our aim to increase GRPs in this period until Ragab as this is the peak season for EP Business , and try to get business from Bahrain even if with low rate but stable business

Our target 4000 room nights

Travelers Details:

Name	**Ayman Sarhan**
Title	**ADBD**
Joining Date	**07.11.2019**
Business Leaves Start	**25.10.2023**
Business Leaves End	**30.10.2023**
Back to Work	**31.10.2023**

Estimated Cost:

Description	Estimated value
Registration / Fees	
Visa	SR 300
Ticket	SR 2000
Transport	SR 2500
Accommodation	SR 2200
Meals	SR 1500
Giveaways/Others	
Total Trip Cost	SR 8500

Requested by
XXXXX
XXXXX

Reviewed & Approved by
Syed Zohaib Ahmed
Cluster DOF

Approved by
Dani Saleh
Cluster GM